

**How to apply for funds to pay for AMRIS magnet time through the
National High Magnetic Field Lab (NHMFL)**

1. Review The NHMFL [User Proposal Policy](#)
2. [Register](#) for the NHMFL user portal
3. Prepare documentation. The following must be uploaded as one PDF file (not separate sections):
 - Description of the proposed science and/or technology development **including the [broader impacts](#)** of the work (up to 3 pages).
 - Description of previous relevant work (up to 1 page).
 - A 2 page biographical sketch of the PI. Please use [this template](#).
4. [Log on](#) to the NHMFL submission system and submit your proposal. Have the following information handy:
 - Which magnet system you would like to use
 - Funding source information
 - Sample(s) Information (IACUC numbers if working with live subjects, gas required, whether your sample is toxic, flammable, etc.)
 - Demographic information including work address and email for every collaborator that is not already in the NHMFL system
 - Experimental plan (which includes the types of probes you will need, whether you will need the assistance of a consultant, and the gradient required).
 - Schedule request (when you would like to use the magnet, whether you will be sending samples or be present for the experiment, etc.)
5. Follow the prompts that the system gives you.
 - a. If you do not already have an AMRIS billing code for this work, select “ML-A billing Code Needs to be Assigned.” Otherwise, choose from an existing AMRIS billing code identified by the PI’s last name.
 - b. If your PI is not listed in the drop down menu, your PI will need to [register](#) for the NHMFL online user system.
6. Once you have finished with the system prompts and have reached the proposal screen, complete the “To Do Tasks” below the information on Experiment Participants. This

should include “Set Magnet System,” “Set Samples,” “Set Experiment Plan,” and “Set Schedule.”

7. Add information on your collaborators by choosing “Add Collaborators” in the Actions side bar on the right of the screen.
8. Attach your proposal using the link titled “Attach Prior Results” in the Actions side bar
9. When you have completed all the necessary steps, “Experiment Actions” will appear in the right Actions bar. Choose “Submit” or “Delete.”

At any time, you can choose “Experiments” in the top menu bar and then select “My active experiments” to review your proposal. More information is available [here](#).